



Parent Handbook  
Camp Yahweh – summer camp  
Prime Time – after school

The PARC  
402 Eldridge Rd.  
Sugar Land, TX 77478  
281-634-8926  
[www.theparc.org](http://www.theparc.org)

Sugar Land First United Methodist Church  
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## **Mission Statement:**

It is the intent of our after school program and summer day camp to insure a physically, spiritually, and emotionally healthy environment for children.

Our programs are Christian programs that will help children grow and prosper while learning to respect others in work and play.

Dear Families,

Welcome to **The PARC (Perry Abernathy Recreation Center)**.

The PARC offers several child care programs for school age children.

### **After school care for school age children.**

We pick up from local elementary schools and middle schools.

We also pick up for extracurricular activities and tutoring.

Our summer day camp program is designed for children ages 5 through those who have completed 8<sup>th</sup> grade

We are pleased to be able to offer a safe and fun-filled environment for your child.

This handbook has been developed to help facilitate the relationship between staff and parents, providing you with specific information about our programs. We hope this handbook will reinforce the activities and procedures that you as parents will observe during the summer and school year. You will find this handbook beneficial, informative, and helpful in making you more familiar with the programs policies and procedures.

If you have any questions or concerns, please feel free to email or call.

Sincerely,

Elaine Jones, Director  
281-634-8926  
elaine@theparc.org

## **ADMISSION POLICY & PROCEDURE:**

We welcome children without regard to race, religion, creed, sex, national/ethnic origin or disability. Within the limitation of our resources, we are committed to assisting the needs of each child who applies for admission and accepting the child if it is beneficial to the child, the other children at the PARC. The progress will be closely monitored so participation in the program can be adjusted if necessary for the benefit of the child and the PARC programs.

## **REGISTRATION:**

Summer camp registration begins in February and March of each year. Currently enrolled families with children enrolled in the current school year are eligible for early registration. Registration is then open to the public and will continue as long as there are openings. Registration for the after school program will open in July and will continue until all bus pickup routes are full.

After School Registration fee is \$40.00 per family. This fee is non-refundable.

Summer Camp Registration fee is \$75.00 per family. This fee will increase to \$150.00 on May 1<sup>st</sup>. This fee is non-refundable

## **Tuition:**

*(There are no reduction made for holidays or weather related closings)*

**School year:** The tuition is \$280.00 per month and is due no later than the 15<sup>th</sup> of each month. Failure to pay by the 15<sup>th</sup> will result in a \$25.00 charge to your account. Activity fees such as lunch, field trip or an in house field trip may apply on school holidays.

Failure to pay by the 20<sup>th</sup> of the month may result in termination of services. If termination occurs, the family is responsible for all outstanding fees owed to the PARC.

**Daily Rate:** for school holidays will be \$50.00 a day. After school drop in or pick up will be \$22.50 per day. Activity fees such as lunch, field trip or an in house field trip may apply on school holidays. Sibling discounts are not given for part time/drop in care

**Sibling Discount:** a \$15.00 per month sibling discount is given for the 2<sup>nd</sup>, 3<sup>rd</sup>... child (children).

**Summer:** The tuition is \$195.00 per week.

**Daily Rate:** Drop in for summer is \$60.00 per day, field trips and activities are first come, first serve and may not be available.

**Sibling Discount:** A \$10.00 per week sibling discount is given for the 2<sup>nd</sup>, 3<sup>rd</sup>...child (children)  
Sibling discounts are not given for drop in care.

You must give two week's notice in writing if your child will not attend afterschool or summer camp. If you do not notify the PARC, you will be financially responsible for the tuition.

Families who carry a balance from other PARC programs such as recreation programs, after school programs, may not register until all outstanding balances have been paid.

***In the event that the PARC has a policy and procedure change, you will be notified in writing and by email.***

### **Financial Aid:**

Financial Aid is available to families who demonstrate a financial need. Financial need is determined by the number of family members, income, and expenses for the family. Financial aid is given to families who work in or away from the home or are enrolled in at least 12 hours of continuing education. Proof of income, expenses and continuing education will be required.

**Parents are encouraged to communicate with the Director regarding any unforeseen difficulties in meeting their financial obligations to The PARC.**

### **Sign In/Sign Out Procedures:**

- All children must be signed in and out daily by a parent or person 16 years or older.
- Parents may drop off their child in the morning providing the child can clock themselves in and let themselves in the door. A parent or guardian must park, walk into the building to pick up their child at the end of the day.
- Identification is required by any person picking up your child. No child in our care will be released to a person not authorized by the enrolling parent.
- Written authorization is required from the parent if a child is to be released to a person that is not on the authorization list. Written documentation is an email, or a handwritten note.
- Written documentation is required to add a person to your child's pick up list.

All policies will be followed to ensure a safe environment for your child.

If either parent wishes to place restrictions on the other's parent's rights to pick up a child, The PARC will require legal documentation regarding child custody and/or visitation rights. This information is kept in the child's confidential file.

In the event that a parent or caregiver arrives and exhibits signs that they are under the control of an unknown substance or are impaired in any way, the PARC will not release the child. Another person on the child's contact list will be contacted to pick up the child. In the event that there is a disagreement with the Director's concerns, the Sugar Land Police department will be contacted.

### **Illness and exclusion:**

For the welfare of all children and staff, any child who is sick needs to be kept at home. If your child runs a fever, they must be fever-free without medication for 24 hours before returning to the PARC. If your child has been vomiting or had diarrhea during the night or early morning, he/she may not come to the PARC.

**Your child will not be allowed to attend the PARC activities if she/he:**

- **Has a fever of 100 degrees or over**
- **Has diarrhea or more than two loose stools during the day**
- **Has symptoms of a communicable disease**
- **Has a sore throat or constant cough**
- **Has a thick, discolored nasal mucus**
- **Has pink eye**
- **Has any contagious skin condition**
- **Is vomiting**
- **Is unable to participate in the program due to illness.**

**\* Please notify the PARC if your child has a contagious illness so we can notify the other parents in the program.**

**\* You will be notified immediately if your child has been exposed to a contagious illness or disease. This includes head lice.**

## **Childhood Diseases:**

**Chicken pox and hand, foot & mouth** seven days have elapsed since the first crop of vesicles, or all blisters have crusted over.

**Diarrhea** May return when stool is firm

**Fever** Must be fever free for 24 hours before returning

**Lice** May return after medicated shampoo is used and the director has examined your child's head and scalp.

**Impetigo** May return after your child's doctor has written permission to re-enter our program.

**Measles** May return after your child's doctor has written permission to re-enter our program.

**Mumps** May return after your child's doctor has written permission to re-enter our program.

**Pinkeye** May return after your child's doctor has written permission to re-enter our program, or the eyes are clear.

**Pinworm** May return after 2 doses of medication

**Rashes (unknown origin)** May return after rash has disappeared or child has been seen by a doctor.

**Ringworm** May return to the PARC after treatment has begun. The Ringworm must be covered with a bandage

**Fifth Disease** The fever has subsided and your child has written doctor's permission to re-enter school. (Your child should be seen by a doctor to rule out a diagnosis of measles)

**Strep** 24 hours have elapsed since an antibiotic treatment was started and the fever has elapsed. Children with scarlet fever must have a doctor's written permission to re-enter the program.

**Hepatitis** your child's doctor written permission to re-enter program

**Infectious Mononucleosis** your child's doctor written permission to re-enter program

**Flu** – Any flu that has been diagnosed by your child's doctor. May not return until doctor has given written permission to re-enter the program.

**Lice – Must notify the PARC ASAP when your child has been diagnosed with head lice. May not attend PARC activities until head is properly treated and a PARC Director inspects your child's head.**

## **Absence from School:**

If your child is absent from school due to illness, she/he may not come to the PARC for after care.

## **Dispensing Medications:**

Prescription medication may be given only if the proper paperwork has been filled out and the medication is in the original container and has the child's name on it, name of medication, date, time and amount of medication given. Only the director in charge may give the medication.

## **Accidents, Illness, Emergencies, Medication:**

The directors and staff are trained in CPR and First AID. In the event of a serious accident or medical emergency, 911 will be called and your child will be taken to the nearest hospital. You will be notified immediately. Child Care licensing will be notified immediately. A director in charge will stay with your child until a parent or guardian has arrived.

First Aide will be administered for minor cuts, scrapes and bruises.

Tylenol or like medication will be administered only if a parent has given approval on the registration form. The Director in charge will call the parent before the over the counter medication is administered.

An incident report will be filled out in for all incidents. The parent will be given a copy to sign and return to The PARC, all incident reports are kept in the child's file. An Incident is describe as anything that requires medical treatment from a medical professional.

You will be notified in writing or email if your child has had a minor incident involving on site first aid treatment. You will also be notified if your child is involved in an altercation/fight with another child, bullying or name-calling.

**In the event that the PARC has a policy and procedure change, you will be notified in writing and by email.**

## **Emergencies:**

In the case of an emergency in the building such as fire or gas leak, the children will be evacuated across the street to the Great Hall on the corner of Eldridge Rd. and 7<sup>th</sup> street. We will take attendance after we evacuate the building and again after we arrive at the Great Hall. You will be called by a PARC representative to let you know that your child is safe. Evacuation maps are placed in every room of the building. The PARC has emergency lighting throughout the building. The Fire Marshall checks the building annually.

In the case of bad weather, we monitor the weather on a daily basis. The children will remain in the building away from all windows and exterior walls.

All doors will remain locked at all times. No one will be allowed to enter the building unless they use the front door.

## **Hours of Operation:**

**School year hours:** Pick up after school and closes at 6:30. School holiday hours are 7:00 am – 6:30 pm.

**Summer hours:** 7:00 am – 6:30 pm, Monday - Friday

**After 6:30 a charge of \$2.00 per minute per child will be assessed.** Habitual lateness in picking up your child will lead to dismissal from the program.

**If a child is not picked up and no designated contact person can be reached, Child Protective Services will be called after one hour.**

**The PARC is open Monday – Friday after school and school holidays. We are closed the week of Christmas and New Year. The PARC is open Monday – Friday 7:00 – 6:30 during summer months. The PARC childcare calendar follows the FBISD School Calendar.**

## **Absent children:**

### **Prime Time After School Care**

Please notify the PARC by phone or email if your child will be absent from school and/or the program. Your child is our responsibility and if they do not get on the van or the bus, we must take time contacting you or speaking with teachers or administrators. Therefore, please contact us before **2:00 pm** on the day your child will not be attending Prime Time. In order to keep this problem under control, we will be assessing a \$5.00 fee each time we are not notified.

## **Program Evaluation:**

An annual evaluation form or email survey is given to all parents. We hope you will use this tool to give us feedback on how we are doing and how we can continue to provide quality service in the care of your child/children. Your feedback and cooperation is greatly appreciated.

## **Conduct and Discipline:**

Please make certain both you and your child are completely familiar with these policies. A director, upon notification to parents, may suspend or terminate all activities and participation in the program for the following misconduct.

- Leaving the premises without permission, or going into unauthorized areas
- Bullying whether physical or mental
- Using foul, inappropriate language or being rude or discourteous to staff and campers
- Defacing PARC property or field trip facilities
- Engaging in fighting
- Bringing or using illegal substances.
- Stealing or defacing another child's property.
- Intentionally injuring another child
- Refusing to remain with the group during outings
- Refusing to follow basic rules of safety
- Bringing weapons or firearms to the PARC

The PARC Programs will not enforce consequences imposed by parents or school staff for infractions committed at school or at home.

## **Disciplinary Procedures:**

Self Management skills and positive social interactions with the other children and adults are encouraged to maximize everyone's enjoyment of the programs. PARC programs use positive guidance methods including redirection, distractions, reminders, and logical consequences.

**1st incident**—Disciplinary write-up, time out in chair, 1 minute per age, talking with Directors, conference with parents.

**2nd incident**– Parent Notification, suspension warning issued, documentation of behavior.

**3rd incident**—Suspension issued and action taken at the discretion of the PARC Directors after appropriate consultation with parent or guardian.

- **If the Director in charge suspends and child due to negative behavior, The PARC will not credit or give a tuition refund to the family involved.**

## **Lunch and Snack:**

Lunch is provided by the Houston Food Bank, participation in the plan is optional however, if your child choose to not participate, it is the families responsibility to provide lunch. You are required to bring lunch on holidays unless you are notified by email or notice.

Snacks are provided after school and for the summer day camp. A child may bring a healthy snack from home. Water will also be provided. We take all necessary precautions to insure your child is protected against allergic reactions if they have a food allergy please let us know, a food allergy document must be filled out and submitted. All children and staff are required to wash their hand before eating lunch or snack.



## **Forms:**

The registration form is a vital tool to the success of the programs at the PARC. It is important that you take a few minutes to fill out the form completely and neatly.

Admission Form  
Child History and School Age Form  
Authorization for Emergency Medical Attention  
Written Authorization to Release  
Agreement and Understanding/Permission to Exclude from Directory and Photos from Website  
Financial Agreement and Waiver of Claims  
Food Allergy plan – if required for a food allergy.

## **Immunizations:**

On the registration form, there is a school-aged statement for your child. This statement must be filled out completely. This notifies us that your child is registered in a private or public school and your child's immunization records are at that school. This statement must be dated, include the name, address, and telephone number of the school.

## **TB testing:**

TB testing is only required if our regional Texas Department of Health or local health authority requires TB testing for children in our child-care center.

## **Vision and Hearing Screening:**

On the registration form you have noted that your child is registered at a public or private school and their vision and hearing screening records are kept at that school. This statement must be dated and include the name, address and telephone number of the school.

## **Change of family information:**

Parents must keep the PARC informed of any changes of address, telephone number, cell phone numbers, etc. of your family's home and work information. The PARC childcare programs will require parents to review/or fill out new paperwork each school year.

## **Transportation Code:**

Childcare licensing regulates transportation that is provided by the PARC. Childcare licensing does not regulate the type of vehicle that is used. Vehicles are maintained in safe operation conditions. The following safety precautions will be followed when loading and unloading children from the vehicle.

- Children must be loaded and unloaded at the curbside of the vehicle or in a protected parking area or driveway.
- Children will not be allowed to cross a street unless an adult accompanies the child.
- All children will be checked off with an attendance sheet.
- The vehicle is checked thoroughly before the driver exits the vehicle
- Each vehicle is equipped with a fire extinguisher, first aid kit, emergency packet with contact information, emergency release signature for each child.
- Each driver is trained in CPR and First Aid.
- Children and the driver are required to wear a safety belt.
- Each driver carries a cell phone or walkie talkie
- Drivers are screened for criminal history, fingerprinting and have a valid driver's license.
- All vehicles are insured as stated by the State of Texas.

## **Water Activities:**

When the children go swimming the parent will be given 48 hours notice. Ratios for water activities over two feet are 1 trained adult to 12 children. The PARC has 2 trained adults to 12 children. We have a certified lifeguards on duty and the staff is trained in CPR and First Aid and they know how to swim.

## **Field Trips:**

When you enrolled and filled out The PARC paperwork, you signed and gave The PARC permission to transport your child to and from school and on all field trips. We take an attendance list of all the children that are attending the field trip, copies of the medical consent forms and emergency contact information for each child. We carry a first aid kit and the staff is trained in CPR and First aid. Each child must wear the PARC shirt that has the phone number on the shirt. The staff members will have a cell phone or walkie talkie.

A notice will be posted 48 hours prior to the field trip. You will be given the departure and the returning time. We have maximum staff in attendance when we go on a field trip. Field trips take us to a variety of new and different locations. Therefore, in the interest of safety and order, exemplary behavior is required and expected of every child in attendance. If a child engages in any disruptive or otherwise problematic behavior, the parents will be notified and the student will not be allowed to attend the next field trip. If a pre-existing disciplinary or behavioral issue can reasonably be expected to pose a risk on a field trip, the child in question may not be allowed to attend.

## **Animals:**

You will be notified in writing that animals will be on the premises. We will ensure the animals do not create unsafe or unsanitary conditions. We will ensure that all the animals are healthy and free from disease. The children will be required to wash their hands before and after handling the animal, their water bowl, food bowl and cages.

## **Parent Conferences:**

A parent or parents may request a conference with a counselor and/or the Director whenever needed. The counselor and/or Director may also notify the parents to set up a conference if special circumstances or problems are affecting your child.

## **Grievance:**

The PARC is a not for profit organization. The Director report to the Chief Executive Officer of the PARC and a Board of Directors. If you have a grievance with our programs please follow these procedures:

1. Make an appointment with the Director via email or phone call. [Elaine@theparc.org](mailto:Elaine@theparc.org) or 281-634-8926
2. If you are not satisfied with the response you receive, you may call or email Steven Kelly [Steven@theparc.org](mailto:Steven@theparc.org) or 281-634-8925

## **Child Care License:**

The PARC is a state regulated child care facility. We are in partnership with The Texas Department of Family and Protective Services Licensing Division. Our goal is to provide a healthy, safe and protected environment for your child. A copy of the Minimum Standard Rules for Licensed Child Care Centers is available for your review. You may also request a copy of these standards from you local day care licensing office. A list of these offices may be found on their website: [www.dfps.state.tx.us](http://www.dfps.state.tx.us) or 832-595-3082

Our licensing representative, to assure that we are in compliance with these Minimum Standards, set out by the state, inspects the PARC regularly. We are also inspected by the Fire Marshall, and the City of Sugar Land Health Department.

## **Parent Volunteers, Visits and Behavior:**

All parents and visitors are welcome to visit their child at anytime during normal operating hour, they must stop by the office and check in before entering the area where children are. You may not enter any other door except for the main entrance on the West side of the building facing Eldridge road. Please be aware that the Director in charge may not be available for drop in conferences. We encourage parents to come eat lunch with their child and their friends. We also encourage parents to attend a field trip with the PARC. Please be aware that all parents who are on PARC property for any amount of time may be requested to fill out a criminal history report. After a parent has reviewed the Parent handbook we encourage all parents to talk to the Director about any concerns or questions. We have an open door policy at the PARC. It is important to the achievement of our goals that staff and parents work cooperatively. Parents are welcome to address any issues or concerns directly with the Director or by calling the office. We understand that your children are your highest priority, and that issues that affect them can elicit strong emotions. However, parents are not permitted to bully or harass staff or students in person, via telephone or email, or in any other manner. Any threat of physical violence toward a child, staff member or another parent, explicit or implied, will be reported to police and will result in the child's dismissal. While we welcome open discussion regarding any concerns about our program, respectful speech and behavior is expected. Parents may not have contact with other students without permission from the Director. Under no circumstances may a parent discipline, interrogate, or reprimand someone else's child. Parents who fail to follow procedures and policies, interfere with the program's normal operation, or impede the staff in the completion of their normal tasks may have their child dismissed from the program. We will not discuss or attempt to mitigate issues between parents or guardians—custodial or otherwise.

## **Social Media:**

We use Facebook, Twitter and Instagram for the purpose of advertising PARC programs and sharing information. Pictures are not posted by staff members and are monitored by a PARC director. Our Facebook page is not intended as a place for anyone to post picture. We do monitor the PARC's page(s) for inappropriate posting, such as unkind words intended to hurt others.

Staff are trained to **NOT** put any child's picture on any social media site whether personal or public. Doing so will cost them their job.

Children and parents are discouraged and will be asked to remove any campers' pictures that they put on social media.

## **Reporting Child Abuse:**

- **Child abuse and neglect are against the law in Texas, and so is failure to report it.\***
- *If you suspect a child has been abused or mistreated, you are required to report it to the Texas Department of Protective and Regulatory Services or to a law enforcement agency.*
- You are required to make a report within 48 hours of the time you suspected the child has been or may be abused or neglected.
- PARC Directors will work with the staff to report and abuse or neglect.

### **What is Abuse?**

Abuse is mental, emotional, physical, or sexual injury to a child or failure to prevent such injury to a child.

### **What is Neglect?**

Neglect includes (1) failure to provide a child with food, clothing, shelter and/or medical care; and/or (2) leaving a child in a situation where the child is at risk of harm.

### **How do I make a report?**

1. Call the abuse and neglect hotline at **1-800-252-5400**.
2. When you make a report, be specific. Tell exactly what happened and when. Be sure to record all injuries or incidents you have observed, including dates and time of day and keep this information secured.
3. Reports should be made as soon as possible but no later than 48 hours before bruises and marks start to fade. It's important for the investigators to be able to see the physical signs.
4. Give the agency person any information you have about the relationship between the child and the suspected abuser.
5. Please provide at least the following information in your report.
  - Name, age, and address of the child
  - Brief description of the child
  - Current injuries, medical problems, or behavioral problems
  - Parents names and names of siblings in the home

### **Will the person know I've reported him or her?**

Your report is confidential and is not subject to public release under the Open Records Act. The law provides for immunity from civil or criminal liabilities for innocent persons who report even unfounded suspicions, as long as your report is made in good faith.

***Your identity will be kept confidential.***

**Finally,** *Err* on the side of caution. If you have reason to suspect child abuse, but are not positive, *make the report*. If you have any doubts about whether or not it is abuse, call the hotline. They can advise you if the signs you have observed are abuse.

**\* Failure to report is a Class B criminal offense, punishable by a \$2,000 fine and/or imprisonment for up to 180 days. Failure to report also could subject you to considerable monetary liability in a civil rights action.**

CHILD ABUSE HOTLINE 1-800-252-5400

## **Religion:**

The PARC is part of the community of Sugar Land First United Methodist Church. We welcome children of all faiths. The PARC does teach religion, but does not teach doctrine. The church believes that each child is a child of God and should have every opportunity to develop physically, intellectually, emotionally, socially and spiritually to the fullest potential. Children see in their counselors such attitudes as thankfulness, sharing, patience, love, joy, fairness and obedience.

## **Specialty Camps:**

Children will be required to stay with their chosen specialty camp unless a parent has made other arrangements with a Director.

## **Personal Belongings: *cell phones, I-pads, note pads, hand held games, ipods, MP3 players***

The PARC, will not be responsible for lost or stolen items; therefore, we encourage you **not** to send toys, electronics, collectible cars or video games with your child.

*During video game camp, participants may bring games from home but will be asked to keep with the director in charge until it is time to use video games. Throughout the day, there are times that the children may use their hand held games. When that time is not allowed, the game systems will stay at the front with the director in charge.*

**Children will not be allowed electronics with internet capability during camp hours.**

**Students will not be permitted to access the wifi at the PARC. Leave these items at home. They will be confiscated and will not be returned to the child until the parents comes to pick up the child.**

## **Birthday celebration and party invitations:**

You may celebrate your child's birthday at the PARC. Please talk to the Director about providing birthday treats for the children. Birthday treats must be store bought and must be for everyone.

Birthday invitations may be given to the Director to pass out to the parent of the child invited. The Director may not give out addresses or phone number of children.